

CIVIL SERVICE COMMISSION

318 DORNEY PLAZA
MUNICIPAL BUILDING -ROOM 303
FINDLAY, OHIO 45840
Telephone(419)424-7112 • Fax (419)424-7245

COMMISSIONERS

Thomas P. Kemp
Charles D. Clapper
Jeffrey E. Fort
Deidre Ramthun – Clerk

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION

August 7, 2019

The Civil Service Commission met on Wednesday, August 7, 2019, in Conference Room 1 located on the third floor of the Municipal Building. Those present at the meeting were Civil Service Commission members – Tom Kemp, Chuck Clapper, Jeff Fort, and Deidre Ramthun, Clerk to the Commission; from the City of Findlay – Mayor Christina Muryn and Don Essex, Human Resources Director.

A. Approval of Minutes:

A motion was made by Chuck Clapper that the minutes from the June 5, 2019 meeting be approved as circulated. Said motion was seconded by Tom Kemp, unanimously approved, motion carried, and minutes adopted.

B. Deidre Ramthun reported the following:

Unfinished Business:

1. Reorganization of the Civil Service Commission and election of Chairman and Vice Chairman for the remainder of 2019 due to the resignation of Commission Member John Urbanski on May 31, 2019 and appointment of Jeffrey E. Fort to the Civil Service Commission. His term expires on December 31, 2021.
 - a. A motion was made by Chuck Clapper to elect Tom Kemp as Chairman of the Civil Service Commission for the remainder of 2019. Said motion was seconded by Jeff Fort, and the motion was approved unanimously.
 - b. A motion was made by Tom Kemp to elect Chuck Clapper as Vice Chairman of the Civil Service Commission for the remainder of 2019. Said motion was seconded by Jeff Fort, and the motion was approved unanimously.
2. The Sewer Maintenance Worker I examination was administered on June 6, 2019. There were 19 applicants, 1 application was rejected because it was not timely filed, 10 no shows, 1 did not pass, and 7 passed the exam.

A request was received on June 10, 2019 from Service Director Brian Thomas for certification of names from the Sewer Maintenance Worker I eligible list. Seven names were certified on June 12, 2019. Bryce Nichols was appointed to the Sewer Maintenance Worker I position in Water Pollution Control effective July 8, 2019.

3. Promotional examinations for Assistant Fire Chief and Battalion Chief were administered on June 18, 2019.

- a. Assistant Chief: 6 applicants, 1 withdrew his name, and 5 passed the exam.

Following the protest period, final score and ranking letters were sent to candidates on July 9, 2019. A request was received on July 9, 2019 from Safety Director Paul Schmelzer for certification of names from the Assistant Chief eligible list. Five names were certified on July 10, 2019. Battalion Chief Brian Sanders was appointed to the Assistant Chief position effective August 23, 2019.

- b. Battalion Chief: 9 applicants, 2 withdrew their names, and 7 passed the exam.

Following the protest period, final score and ranking letters were sent to candidates on July 9, 2019. A request was received on July 9, 2019 from Safety Director Paul Schmelzer for certification of names from the Battalion Chief eligible list. Six names were certified on July 10, 2019. One additional name was certified, if needed, depending upon who is appointed to the Assistant Chief position. There are two Battalion Chief vacancies. Captains Jeff Rampe and Matt Cooper were appointed to Battalion Chief positions effective August 23, 2019.

New Business:

1. A conditional appointment of Garrett Schling to an entry level Police Officer position was rescinded by Safety Director Paul Schmelzer on June 25, 2019.
2. A Firefighter physical agility test was administered on June 29, 2019. There were 10 candidates, 3 no shows, 1 did not pass, and 6 passed the test.

A request was received on July 1, 2019 from Safety Director Paul Schmelzer for certification of names for four Firefighter positions. Thirteen names were certified on July 1, 2019. Interviews were held on July 9, 2019. The following applicants were appointed to Firefighter positions: Nick Arnold, Jordan Johnson, Brock Davis, Evan Stump, and Nathan Weinandy effective August 5, 2019.

3. A request was received on July 1, 2019 from Safety Director Paul Schmelzer to expire the current Police Officer test and schedule a new entry level examination.

The Police Officer written examination will be administered on September 17, 2019, at 6:30 p.m., in the cafeteria at Findlay High School. The physical agility portion of the test will be administered on October 14, 2019, at 6:00 p.m. at the Koehler Center.

Discussion was held on the eligibility of BreeAnn Loucks. A motion was made by Chuck Clapper to allow BreeAnn Loucks to sit for the Police Officer exam even though she won't be 21 years old until 5 days after the written examination. Jeff Fort seconded the motion and it was passed unanimously.

4. A request was received on July 1, 2019 from Service Director Brian Thomas to expire the current Sewer Maintenance Worker I test and schedule another examination.

A Sewer Maintenance Worker I examination will be administered on September 5, 2019 at 6:30 p.m. at Glenwood Middle School cafetorium.

5. A request was received on July 30, 2019 from Chief Dunbar to administer a probationary examination to Police Officer Ryan Tittle. Officer Tittle passed the exam on August 2, 2019.
6. A request was received from Chief Eberle to administer probationary examinations to Firefighters Shawn Martein and Earl (Nick) Price. Chief Eberle later requested postponement of these examinations.
7. Retirement of Mark Stears, Lab Tech, Water Pollution Control, effective August 31, 2019.
8. Promotion of Police Officer Darin Lawrence to a Sergeant position effective July 8, 2019.

C. Discussion was held on the following:

1. The Year-to-Date Budget Report was reviewed.
2. Don Essex requested that Operator positions be exempt from taking a civil service test prior to being hired. Instead, the employee would be on a probationary period for two years and would have to pass an operator in training within one year and submit the service hours to the Operator Training Committee of Ohio (OTCO) within two years to obtain an Operator's license. These tests will be administered by OTCO. The Commission agreed with this request.

D. Action Items:

1. A motion was made by Chuck Clapper to approve payment of \$300 to Central Behavioral Healthcare for a pre-employment psychological evaluation for Garret Schling. Said motion was seconded by Jeff Fort, and the motion was unanimously carried.
2. A motion was made by Chuck Clapper to approve payment of \$300 each to Central Behavioral Healthcare for pre-employment psychological evaluations for Firefighters Nick Arnold, Brock Davis, Evan Stump, Nathan Weinandy, and Jordan Johnson. Said motion was seconded by Jeff Fort, and the motion was unanimously carried.

The next meeting of the Civil Service Commission will be held on Wednesday, September 25, 2019, at 11:30 a.m. in Conference Room 2 (small conference room) on the third floor of the Municipal Building.

There being no further business to come before the Commission, a motion to adjourn was made by Jeff Fort and seconded by Tom Kemp. Motion carried.

Respectfully submitted,



Deidre Ramthun
Clerk

Copies to: Commission Members

Mayor Christina Muryn
Paul Schmelzer, Director of Safety, City of Findlay
Brian Thomas, Director of Service/Acting Engineer, City of Findlay
Don Rasmussen, Law Director, City of Findlay
Don Essex, Human Resources Director, City of Findlay
Police Chief John Dunbar, City of Findlay
Doug Marshall, President, OPBA, City of Findlay
Fire Chief Joshua Eberle, City of Findlay
Matt Cooper, President, IAFF Local 381, City of Findlay
Jason Phillips, Superintendent, Water Department, City of Findlay
Edward Kurt, Superintendent, Findlay City Schools
Troy Roth, Assistant Superintendent, Findlay City Schools
Debi Ward, Human Resources Secretary, Findlay City Schools
Dennis McPheron, Facilities Director, Findlay City Schools
Nichole Conley, President of Custodian Union, Findlay City Schools